

SPECIAL INSPECTION CERT _____

CITY OF GOODYEAR
CERTIFICATE OF OCCUPANCY APPLICATION

® DO NOT LOSE THIS FORM!—

The applicant is responsible for coordinating all inspections and satisfying the requirements for each department's approval. Any inspection called for without that work being completed shall be assessed a reinspection fee. If an inspection is rejected, that department's inspector will leave a written correction notice. Utility companies may not be given a clearance nor a Certificate of Occupancy issued until all department approvals are received. The Building Inspector cannot conduct an inspection until all of the other appropriate departments have signed off.

This form is to be kept at the job site and when approvals are received from each department's inspector, the applicant is responsible for submitting the completed form to the Chief Building Official at the Community Development's Building Safety Division to apply for a Certificate of Occupancy. If you have any questions, please call the Building Safety Division at **(623) 932-3004**.

THIS STRUCTURE IS NOT TO BE USED, OCCUPIED, OR FURNISHED IN WHOLE OR IN PART PRIOR TO THE ISSUANCE OF THE CERTIFICATE OF OCCUPANCY

In order to receive a **FULL Certificate of Occupancy**, the entire project must be completed with no conditions.

In order to receive a **TEMPORARY Certificate of Occupancy**, the building must be essentially done and the following **minimum** items will need to be completed: (Please note, since each building is different, *additional items may be required. Fees will be required for **each** Temporary, Partial or Conditional C.O.*)

Parking Lots Installed	Water	Handrails / Guardrails	Fire Alarms Operative
Roofing/Exterior Complete	Plumbing Fixtures Installed	Sprinklers Operative	Exit Signs Lit
Heating / Cooling System Installed	Smoke Detectors Operative	Emergency Lights In and Operative (If Req'd.)	Exit Hardware Installed and All Exits Operable
Electrical Outlets Installed	Electrical Panels Labeled	Fire Rated Doors Installed (If Req'd.)	Fire Extinguishers
Address on Building Visible From Street. If You Are Unsure of Location, Contact Fire Dept.	Light Fixtures Installed or "Blanked Off"	Handicap Items Installed Such as Parking Spaces, Ramps, Signs, Restrooms, etc.	85% of Landscaping to be Completed. Requirements May Vary. Contact Planning Dept. for Details.

<p>® PLEASE NOTE: You will also need to submit a letter to the Chief Building Official requesting a Temporary Certificate of Occupancy along with the appropriate fees. This letter must state why a Temporary C.O. is necessary, what is not complete, and on what date all incomplete items will be completed. Fees will be \$50.00 for Bldg./Shell C.O. or \$25.00 for Tenant Improvement C.O. Payment must accompany the Temporary Request.</p>

<u>APPLICANT FILLS IN THIS PORTION:</u>	TYPE OF <u> </u> TEMPORARY FINAL -Date of Request for Temporary: <u> </u> / <u> </u> / <u> </u> REQUEST: <u> </u> FULL FINAL -----Date of Request for Full: <u> </u> / <u> </u> / <u> </u>
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For City Use:

PROJECT NAME: _____

PROJECT ADDRESS: _____ VALUATION: \$ _____

Permit No: _____ - _____ Date Issued: _____ Const. Type: _____ Use Group: _____ Occ. Load: _____

Contact Person: _____ Phone: _____

Contact Person is: Owner Builder Designer Other Fax No: _____

Owner: _____ Builder: _____

Phone: _____ Fax: _____ Phone: _____ Fax: _____

IMPORTANT NOTE TO INSPECTORS:

IF YOU SIGN IN THE "TEMPORARY" COLUMN, PLEASE WRITE DOWN THE CORRECTIONS THAT ARE NECESSARY TO MAKE IT A "FULL C.O.". IF YOU HAVE NO CONDITIONS, PLEASE SIGN IN THE "FULL" COLUMN, EVEN IF A TEMPORARY WAS REQUESTED. ALSO INDICATE A COMPLIANCE DATE.

		TEMPORARY C.O.	FULL C.O.
<input checked="" type="checkbox"/>	DEPARTMENT	SIGNATURE / DATE	SIGNATURE / DATE
	City Engineer (623-882-7979)		
	Planning/Zoning (623-932-3005)		
	Landscaping (623-932-3005)		
	Fire Dept. (623-536-7531)		
	Public Works Dept. (623-932-1637)		
	Utilities Account (Finance Dept.)		
	Sales Tax Number (Finance Dept.)		

NOTE! ALL SIGNATURES ABOVE ARE REQUIRED PRIOR TO SUBMITTAL TO THE BUILDING INSPECTOR

	Building Inspector (623-932-3004)		
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DROP THIS APPLICATION IN OFF AT THE BUILDING SAFETY OFFICE FOR CHIEF BUILDING OFFICIAL'S SIGNATURE

	Chief Building Official (Steve Burger)		
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CONDITIONS/COMMENTS (Use Additional Sheets If Necessary)

Date_____ Department_____ Inspector_____

Comments:_____

_____ **To Be In Compliance By:**_____

Date_____ Department_____ Inspector_____

Comments:_____

_____ **To Be In Compliance By:**_____

Date_____ Department_____ Inspector_____

Comments:_____

_____ **To Be In Compliance By:**_____

Date_____ Department_____ Inspector_____

Comments:_____

_____ **To Be In Compliance By:**_____